

*Office Memorandum*

• UNITED STATES GOVERNMENT

*Records - A R O*  
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RE TURN TO

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RECORDS MANAGEMENT

ADMINISTRATIVE SERVICE

TO : Chief, General Services

FROM : Executive Secretary, Incentive Awards Committee

SUBJECT: Incentive Awards to Area Records Officers

1. With reference to your proposal for the providing of Incentive Awards to Area Records Officers, the following is furnished as a guide in accordance with the provisions of Regulation [redacted] Incentive Awards Program.

2. An Efficiency Award to an individual may be either:

- (1) A cash award not exceeding 25% of the estimated net savings in the first full year of operation, nor exceeding an amount equal to three step increases of the employee's grade. For example, the top cash award for Efficiency of employees in GS grades 5 through 10 is \$375, GS grades 11 through 14 is \$600.
- (2) A salary increase of 1, 2, or 3 steps may be provided. Salary increases should be granted as awards only when savings are so great that cash award limitations would result in an inadequate reward.

3. To document Efficiency Awards for presentation to the Agency Incentive Awards Committee, the following information should be provided:

- (1) Identify the employee or employees by name, position title, pay grade, office and present salary step in grade.
- (2) Identify the organizational area where the efficiency and economy have been achieved.
- (3) Describe the improvements which lead to efficiency and economy, and give the date of origin and the dates of operations.
- (4) Indicate the method used in determining savings and account for the savings as either:
  - (a) Allotment savings,
  - (b) Increased output at the same cost, or
  - (c) Application of resources saved to some other necessary work.

(Generally, the period of experience used for determining savings will not be less than 6 months.)

(5) State the amount of the cash award recommended or why a cash award would be inequitable when recommending a salary increase.

4. The Incentive Awards Committee will be very pleased to supply you with any further information that you may desire relative to the use of Efficiency Awards as an incentive award for Area Records Officers.

FOR THE INCENTIVE AWARDS COMMITTEE



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